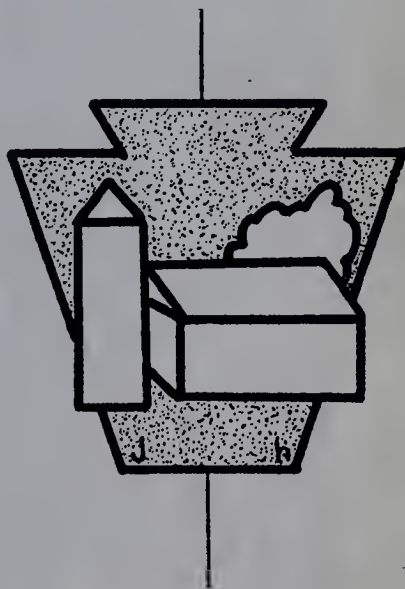


Handbook for School Districts of the Fourth Class—

Bulletin 116

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LESTER K. ADE
*Superintendent of Public
Instruction*



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC INSTRUCTION
HARRISBURG 1939

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(Continued Inside of Back Cover Page)

HANDBOOK for SCHOOL DISTRICTS of the FOURTH CLASS

BULLETIN 116

LESTER K. ADE

Superintendent of Public Instruction



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg, 1939

HANDBOOK FOR SCHOOL DISTRICTS OF THE FOURTH CLASS

FOREWORD

The office of school director involves many responsibilities and requires a strict compliance with provisions of law. Most of the individuals chosen to discharge these responsibilities are busy citizens of the community who render this gratuitous public service at considerable sacrifice. It is virtually impossible for these officers to master all of the essential provisions of the School Laws or to obtain satisfactory familiarity with the business procedures required of them unless some simplified manual can be made available for their guidance. It is the purpose of this handbook to set forth in simplified form the essential requirements of the School Laws of Pennsylvania and to provide thereby helpful guidance in the administration of the business affairs of the school districts.

In this handbook no attempt has been made to set forth all the details of the School Laws or to interpret these provisions. For interpretations of the School Laws, directors are referred to the Department of Public Instruction and to the solicitor of the school district.

LESTER K. ADE

March, 1939

Superintendent of Public Instruction

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HANDBOOK FOR SCHOOL DISTRICTS OF THE FOURTH CLASS

A School District of the Fourth Class, as defined by Section 105 of the School Laws, is each school district having a population of less than 5,000.

I. SCHOOL DIRECTOR

The public school system shall be administered by a board of school directors. (201)*

A. ELIGIBILITY

Any citizen of this Commonwealth, of good moral character, twenty-one years of age or upwards, having been a resident of the district for at least one year prior to the date of his election or appointment, is eligible to serve as school director. At the same time he shall not hold office as member of council in the municipality, as mayor, chief burgess, county commissioner, district attorney, assessor, borough or township treasurer, township commissioner, road supervisor, tax collector, controller, auditor, constable, county superintendent, or assistant county superintendent. He cannot be supervisor, principal, teacher, or employe of the school district which he serves as a director. (207, 3101, 3102)

B. ELECTION

Five school directors shall be elected at large at the municipal elections in November; two at each of two succeeding municipal elections (two in 1937 and two in 1939); and one at each third municipal election (one in 1941). (205)

C. TERM

The term shall be for six years, beginning the first Monday in December following the election. (205)

D. VACANCY

A vacancy shall be filled by the remaining members of the board, by a majority vote thereof, within thirty days after the vacancy occurs. Such member appointed by the board shall hold his office, if the term thereof so long continues, until the first Monday of December after the first municipal election occurring more than thirty days after his appointment. (214)

At this first municipal election to occur thirty days after the vacancy developed, a person shall be elected for the remainder of the unexpired term. (214)

* Numbers in parenthesis refer to Sections of the School Laws.

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When the board of school directors shall fail to fill the vacancy within thirty days, then, upon petition of ten or more resident taxpayers, the court of common pleas shall fill the vacancy by the appointment of a suitable person for the unexpired term. (214)

E. COMPENSATION

Members of a board of school directors shall serve without pay, except as the School Laws definitely provide for salaries of members serving as treasurer and secretary. (224, 226)

F. OATH

The second paragraph of Section 224 of the School Laws prescribes the oath which school directors shall take.

G. BRIBES

Acceptance of a bribe to influence the vote of a school director shall make him liable to a fine of five to five hundred dollars, or a jail sentence of thirty days to one year, or both. (225) The same penalties shall apply if a school director shall ask for or receive a bribe in connection with the purchase of any school supplies. (711)

H. ATTENDANCE AT MEETINGS

When a director neglects or refuses to attend two successive regular meetings, unless prevented by sickness, or necessary absence from the district, the remaining members of the board may declare his office as director vacant. (221)

II. ORGANIZATION OF BOARD OF SCHOOL DIRECTORS

A. SCHOOL YEAR

School directors shall meet and organize annually on the first Monday of December. (301)

B. OFFICERS

1. *President*

On the first Monday in December the board of school directors shall, from among their number, elect a president to serve one year. (303)

a. *Duties*

(1) The president shall preside at all meetings. He may call special meetings. He shall call special meetings whenever so requested by any three members of the board. (311)

(2) As executive officer of the board, he shall, together with the secretary, when directed by the board, execute deeds, contracts, warrants to tax collectors, reports, and other papers pertaining to the business of the board which require the signature of the president. (312)

2. *Vice-President*

On the first Monday in December the board of school directors shall, from among their number, elect a vice-president to serve one year. (303)

a. Duties

In the absence of the president, the vice-president shall act in his stead. (313)

3. *Secretary*

During the month of May, 1929, and every four years thereafter, the school board shall elect a secretary who may or may not be a member of the board, for a term of four years, beginning the first Monday in July following his election. Any vacancy shall be filled for the unexpired term. He must be a resident of the district during his term of office. He may not serve as treasurer. No superintendent, supervising principal, or teacher may act as secretary. (303)

He shall furnish, for faithful performance of his duties, a four-year bond such as may be required of him by the board (321), the cost of which may be borne by the board. (5201)

a. Duties

(1) He shall keep in the minutes a correct and proper record of all proceedings of the board. (314)

The pages of the minute book should be numbered.

The minutes should record the members absent as well as those present.

A monthly statement of the finances of the district should be entered on the minutes. (320)

Motions and resolutions that have been properly put, seconded, and voted on should be spread on the minutes.

A roll call vote, showing how each member voted, should be recorded on certain motions. (403)

All bills paid should be listed, showing to whom payable, for what purpose, and the amount expended.

The auditors' report, exoneration list, and budget should be entered on the minutes.

(2) He shall prepare and sign an order for the payment of money authorized by the School Laws, after the board has acted on and approved such a bill or account. (315)

(3) He shall attest in writing the execution of deeds, contracts, reports, and other instruments to be executed by the board. (316)

(4) He shall furnish, whenever requested, reports concerning the school affairs of the district on such form and in such manner as the State Council of Education or Superintendent of Public Instruction may require. (317)

(5) He shall have general supervision of the business affairs of the school district, subject to instructions and directions of the board. (318)

(6) He shall be custodian of all records, papers, office property, and the official seal of the school district, and, on the expiration of his term, shall turn the same over to his successor. (319)

(7) He shall keep correct accounts with each receiver of taxes and the school treasurer. (320)

(8) He shall perform such other duties as pertain to the business of the district, as required by the School Laws or as directed by the board. (322)

b. Compensation

The compensation of the secretary shall be determined by the board, the amount being reported annually to the Superintendent of Public Instruction. (322)

3. *Treasurer*

During the month of May, annually, the school board shall elect a treasurer, who may or may not be a member of the board, for a term of one year. He may not serve as secretary. (303) He shall, before entering upon his duties, annually furnish to the school district a proper bond, as approved by the board (326), the cost of which may be borne by the board. (5201)

a. Duties

(1) He shall receive all funds due the district, and pay out the same on orders properly signed by the president and attested by the secretary. (324)

(2) He shall deposit all funds belonging to the school district in the school depository, if any, as directed by the board, in the name of the school district. (325)

(3) He shall make a report at the end of each month to the secretary of the board of the amounts received and disbursed by him during the month. (325)

(4) He shall settle his accounts annually with the board of school directors. (327)

(5) He shall perform such other duties pertaining to the district as the board of school directors may direct, or as may be required by law. (328)

(6) He shall pay over to his successor in office the balance of any and all money remaining in his hands, and deliver all books, accounts, and other property of the school district. (328)

(7) His accounts shall be audited annually. (331)

C. MEETINGS

1. Each board of school directors shall have a specified time and place for meetings, which during the school term, shall be held at least once every two months. The meetings for organization and the meetings provided for by the board at stated times, or adjournment thereof, are "regular meetings." All others shall be called "special meetings." (307)

2. No general business shall be transacted at special meetings unless the special meeting is called for "general" purposes. (309)

3. Members shall have reasonable notice of all special meetings. (310)

4. A majority of the members of the board shall be a quorum. (308)

5. An affirmative vote of a majority of all members of a board of school directors in every district, duly recorded, showing how each member voted, shall be required to take action on certain matters of business as specified in Section 403 of the School Laws.

III. DUTIES AND POWERS OF DIRECTORS

A. ESTABLISH SCHOOLS

The board of school directors *shall* establish and maintain a sufficient number of elementary public schools to educate every person, residing in such district between the ages of six and twenty-one years, who may attend. (401) The board *may* establish other schools and services, as enumerated in Section 401.

B. LEVY AND COLLECT TAXES

The board of school directors is vested with the authority to levy and collect the necessary taxes, in addition to the annual State appropriations. (402)

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C. SCHOOL MANAGEMENT

The board of school directors may adopt and enforce such reasonable rules and regulations as it may deem necessary and proper, regarding the management of its school affairs. (404)

D. ATHLETICS AND GAMES

The board of school directors may prescribe, adopt, and enforce such reasonable rules and regulations as it may deem proper regarding the management, control, or prohibition of exercises, athletics, or games of any kind, taken part in or played by any pupils as members of or in connection with any public school. (405)

E. PUBLICATIONS AND SOCIETIES

In like manner, the board of school directors may regulate school publications and the organization of school societies. (405)

F. REMOVAL OF OFFICERS AND EMPLOYEES

Within definite limitations, the board of school directors has the right to remove any of its officers or employees. (406, 1205)

G. VISIT SCHOOLS

Except in districts having district superintendents or supervising principals, one or more members of the school board shall visit every school in the district at least once each month. The report of such visit shall be entered in the minutes. (408)

H. DELEGATES TO CONVENTIONS

The board of school directors may appoint from among their number one delegate to any State convention or association of school directors, and may appoint the secretary of their board as a delegate to attend the annual State convention or association of secretaries of boards of school directors. Each delegate and secretary so attending shall be reimbursed for all necessary traveling and hotel expenses actually incurred. Any school board may become a member of the State School Directors Association, and may pay, out of the school funds of the district, any membership dues which may be assessed to defray the necessary expenses of maintaining the association. (410)

I. NEW BOARD

The proper officials of the old board shall furnish members of the incoming board with the necessary information to provide for the annual tax levy. (512)

IV. FINANCES

A. FISCAL YEAR

The fiscal year shall begin on the first Monday of July each year. (536)

B. BUDGET

1. Adoption

A proposed budget shall be prepared at least thirty days prior to the adoption of the annual budget. Final action shall not be taken on any proposed budget, in which the estimated expenditures exceed two thousand (\$2,000.00) dollars, until after ten days' public notice. The proposed budget shall be printed, or otherwise made available for public inspection, at least twenty days prior to the date set for the adoption of the budget. The total amount of the budget shall not exceed the amount of funds, including the proposed annual tax levy and State appropriations, available for school purposes in that district. In all school districts under the jurisdiction of the county superintendent, the county board of school directors shall inspect the annual budget and shall render such advice and assistance regarding the same, as may seem proper before the said budget shall be signed and forwarded to the Department of Public Instruction by the county superintendent. (563)

2. Emergency Appropriations

The board of school directors may, during any fiscal year, make additional appropriations or increase existing appropriations to meet emergencies, such as epidemics, floods, fire, or other catastrophies, the funds therefor to be provided from unexpended balances in existing appropriations, from unappropriated revenue, if any, or from temporary loans.

3. Transfers

The amount of funds in any annual estimate made by any school district, at or before the time of levying the school taxes, which is set apart or appropriated to any particular item of expenditure, shall not be used for any other purpose or transferred, except by resolution of the board of school directors, receiving the affirmative vote of two-thirds of the members thereof. (513) The board of school directors has power to authorize the transfer of any unincumbered balance from one item of the budget to another, but such action shall be taken only during the last nine months of the fiscal year. (563)

C. TAX LEVY

All school taxes shall be levied and assessed by the board of school directors during the month of April or May each year. (537)

The total taxes authorized to pay the district's share of the minimum salaries of the teaching and supervisory staff, together with all other school taxes levied in the district, shall not exceed thirty-five mills on each dollar of the assessed valuation. (1210:24)

A uniform per capita tax, not to exceed \$5.00 nor less than \$1.00, may be levied on each resident or inhabitant over twenty-one years of age. (542)

A certified duplicate of the last adjusted valuation of all real estate and personal property and list of residents assessed is to be furnished each school district for its use, to be retained by it, by the county commissioners on or before the first day of April each year. (541)

As soon as the school tax is levied and assessed by the board of school directors, the secretary shall compute and enter the same, stating the amount of school tax to be collected on the duplicate, a certified copy of which shall then be furnished by the board of school directors to the tax collector on or before the first Monday of July each year. (546)

D. TAX COLLECTOR

Where there is a vacancy in the office of the tax collector for the borough, school district, and county, the borough council shall fill such vacancy by appointing a qualified resident of the borough for the unexpired term. (3345)

Where there is a vacancy in the office of tax collector for a township of the second class, the county, and the school district, the county commissioners shall appoint a resident of the township to fill the vacancy for the unexpired term. (3346)

Where the duly elected or appointed tax collector fails to qualify for the school duplicate, the board of school directors shall appoint one or more collectors for the duplicate in question. (547)

With the approval of the taxing district and the surety, the tax collector may appoint one or more deputies, but he is responsible for all taxes collected by such deputies. (Act 277, 1939 Session)

The tax collector must be furnished with the duplicate on or before the first Monday in July, together with a proper warrant, signed by the president and attested by the secretary, authorizing him to collect taxes. (549) The addition of names to the tax duplicate may be made at any time by certification of the county commissioners to the secretary of the school board. (556)

The tax collector shall notify the taxables, within thirty days after receiving the duplicate, of the rate of taxation, valuation of property assessed, the amount of school taxes for the current year, and that

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same are due and payable, designating a definite time and place for such payments. (551)

The tax collector shall make a written report at the end of each month to the secretary of the school board, showing the amount of taxes collected by him during the month, furnishing the names of the taxables from whom the same has been collected. He shall pay the treasurer at the end of each month the full amount of taxes collected during the month, and exhibit to the secretary to be countersigned by him, the receipt of the school treasurer for such an amount. (553)

The tax collector's salary or commission, as determined by the board of school directors, shall be paid by proper orders on the school treasurer, the total cost to be reported to the Superintendent of Public Instruction. (554)

The tax collector shall be entitled to receive a commission of two per cent from the taxing district on all taxes returned by him when they have been collected by the county treasurer and paid over to the school district. Where the tax collector is paid on a salary basis, he shall not be entitled to this commission. (3301:6)

The tax collector shall fully account for all school taxes appearing on his duplicate, and pay over such taxes before the first day of June each year, less such amounts as may be exonerated by the board of school directors and also less such an amount of unpaid taxes as is assessed and levied upon real property in said school district upon which there is no personal property out of which such school taxes might have been or could have been collected. (559)

A defaulting tax collector, guilty of misdemeanor, shall be fined or imprisoned, or both, and shall forfeit his office. (566)

E. DELINQUENT TAXES

A penalty of five per cent shall be added on October first to all unpaid taxes, and collected with the school tax of which it is made a part. (561) The penalty may be partially abated for a period of not more than three months. (6324) Where a school board passes a resolution permitting the payment of taxes in installments, the penalty is not added on October first, but is added to each installment on the date when it becomes delinquent, provided that if one-half or more of the total number of installments becomes delinquent, an additional penalty of three per cent shall be added to such delinquent installments. (3338)

If any person, copartnership, association, or corporation shall neglect or refuse to make payment of the amount due by him or it for tax within thirty days from the time of demand so made, the tax collector shall have power to levy such amount by distress and sale of the goods and chattels of such delinquent, giving ten days' public notice of such sale, by posting written or printed notice and by one advertisement in a newspaper. (Act 277, 1939 Session)

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A tax collector may institute an action in assumpsit against a delinquent taxable for the collection of any real estate taxes due and unpaid after the fifteenth day of May of the year following the year in which the taxes were levied and assessed, provided the property against which taxes were levied and assessed had not been returned to the county commissioners, such taxes have not been certified for entry for liens, or are not in the custody of a court. The taxing district, however, may bring an action in assumpsit even though the property has been returned, or a lien certified for entry against it. (Act 277, 1939 Session)

Any tenant shall be liable to pay over the taxes which during his occupancy or possession may become due and payable. The tax collector may distrain and sell the goods and chattels of the tenant for the taxes due during his occupancy. (Act 277, 1939 Session)

By the first Monday in May the tax collector shall return to the county commissioners for collection by the county treasurer, all uncollected tax on seated lands, unless notified, in writing, by the board of school directors not to do so. (3301:1 and 21)

For receiving and paying over the purchase money or taxes collected by him, the county treasurer shall be entitled to a commission of two per cent. (3301:8)

Taxes returned to the county commissioners, unless paid, shall remain a lien on the property for five years from the date of the return of the taxes. The county treasurer *may*, before the expiration of such period, file such taxes as liens in the office of the prothonotary, whereupon the lien thereof shall continue for another period of five years from the date of filing. (3301:5)

The tax collector shall have power to demand, receive, and collect from all corporations, political subdivisions and their various departments, associations, companies, firms, or individuals employing in any manner whatsoever persons owing per capita taxes, or having in possession unpaid commissions or earnings belonging to any person or persons owing per capita tax. It shall be the duty of the employer to deduct such per capita tax from the earnings of the taxable and pay it over to the tax collector, less a charge for the bookkeeping required, not to exceed, however, two per cent of the amount of tax deducted. The tax collector or the taxing authority may sue the employer in assumpsit for such per capita taxes not deducted and paid over. (Act 277, 1939 Session)

Where the board of school directors does not make returns of delinquent tax on seated lands to the county commissioners, liens shall be filed on or before the last day of the third calendar year after that in which the tax was first payable. More than one year's tax may be filed with the same lien, thus saving a double fee. (Act 403, Section 4, 1921 Session)

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A school board shall have the right to collect delinquent taxes due the school district by any public officer and employe whose compensation is paid from money in the treasury of the school district, by deducting from the salary or compensation of such officer or employe semi-monthly, or periodically, an amount not in excess of twenty per cent of the amount of any current salary or compensation due such officer or employe. (Act 89, Approved April 21, 1937, P. L. 316)

Where a delinquent taxpayer has a claim against a school district, the approval and payment of such claim shall be withheld until such delinquent taxpayer has entered into an agreement with the school board to assure the payment of the delinquent taxes. (Act 493, Approved July 1, 1937, P. L. 2611)

Any school district shall have power to provide, by resolution, for the collection and payment of its taxes on the flat rate basis in monthly or other periodic installments. (3338)

When a collector of school taxes has been exonerated from the collection of certain taxes, such action by the board of school directors does not in any way have the effect of discharging or limiting the liability of the taxable. (559)

A school board may advertise once a week for three weeks a list of those names upon which exonerations to the tax collector have been granted. (545)

A school board may annually on or before the first Monday of July, appoint one or more suitable persons to collect the taxes from which the original tax collector has been exonerated. Such delinquent tax collectors shall give bond in the same manner as required of the original tax collector, and shall be paid such compensation as is paid to the regular collector. (562)

F. SCHOOL ORDERS

Each order shall indicate the particular class of expenditure in the budget upon which the same is drawn. (564)

The signature of the treasurer shall appear on every check made in the payment of an order. If a special form is used which combines the order and check in one form, in addition to the signatures of the secretary and president on the order, the signature of the treasurer shall also appear. (511)

No school order shall be authorized by the board, or signed by its officers, unless there are sufficient funds in the treasury to pay the same, and no school order shall be made payable at any time in the future, or draw interest. (511)

Payments of school funds must be for purposes provided for in the School Laws, and subject to the provisions thereof. Any director or officer who approves payment for other purposes shall be individually liable to the district. (517)

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It shall be the duty of the board of school directors to provide for the payment of the payroll obligations before authorizing the payment of any other current expense, except for fuel, water, electric service, or such supplies as are actually essential for keeping the schools in session. (1210:27)

G. INDEBTEDNESS

1. *Limitations*

The school board may create and incur indebtedness against the school district and issue bonds for certain purposes to secure the same. (506)

The total indebtedness of a school district shall never exceed seven per cent of the assessed value of taxable property for school purposes. (Article IX, Constitution of Pennsylvania) (506)

Indebtedness exceeding two per cent upon the assessed valuation of property must have the consent of the electors. (Article IX, Constitution of Pennsylvania)

Temporary indebtedness incurred for current expense and debt service shall not exceed one per cent of the total taxable property of the district, and at no time prior to April 28, 1944, shall exceed an amount equal to the State appropriations not received but payable during the fiscal year and the tax levied upon taxable property within such district, and remaining uncollected and unpledged for preceding years as well as for the current fiscal year.

Temporary loans incurred for permanent improvements and the acquiring of school busses shall not exceed two per cent of the total taxable property of the district. (508)

2. *Bonds*

All the bonds issued by school districts shall be serial. The retirement of the principal shall commence not later than five years after the date of issue, except refunding bonds, the payment of which shall begin not later than one year after the date of the issue.

Bonds may be issued to fund temporary indebtedness incurred for current expenses and debt service prior to July 1, 1939. (507) Thereafter annual installments of principal shall be made in as nearly equal amounts as the bond issue will permit. Bonds shall be made payable not exceeding twenty-five years after date of issue. (507)

At or before incurring any bonded indebtedness, the school district shall levy and provide for the collection of an annual tax sufficient for the payment thereof, together with interest, and shall establish a sinking fund for the purpose of payment of such bonds. (518)

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For the payment of operating expenses, a school district may issue bonds of not more than ten years, limited in amount to eighty per cent of the outstanding property taxes, less a sum sufficient to pay the interest and taxes on the bonds to the date of maturity. (Act 69, 1939 Session)

A school district may borrow to purchase school busses, repaying the loan in three years, approximately one-third each year. (508)

3. Temporary Loans

The total amount of temporary loans incurred for current expense and debt service shall be paid out of the receipts available, or pledged, for the repayment thereof when and as the said funds are received: Provided that the the total amount of the temporary indebtedness for such purpose remaining unpaid at the close of the fiscal year shall become an obligation upon the following year's budget, and be included therein, and must be paid not later than November first of that year: Provided further, that all such temporary indebtedness existing prior to July first, 1937, shall be payable at any time, not to exceed three years thereafter. (508)

School districts may borrow in anticipation of current revenues to an amount not exceeding such revenues. Such loans shall not be considered a part of the district indebtedness, and shall not require approval by the Department of Internal Affairs. (508.1)

School districts may ask the State Superintendent of Public Instruction for emergency borrowing power when their total income, including loans against current revenues, is insufficient to meet the budget requirements. (508)

H. SINKING FUNDS

Every school district which incurs any bonded indebtedness shall establish a sinking fund for the purpose of payment of such bonds. (518)

The sinking fund shall be under the supervision of the sinking fund committee, composed of the president, treasurer, and one additional member of the board, to be designated by it. (519)

The sinking fund shall be kept in a separate account, and used only to liquidate indebtedness and interest thereon. (519)

The sinking fund shall be invested, but within definite limitations. (520)

Bonds purchased with the sinking fund shall be in joint custody of the sinking fund committee and the board of school directors. (512)

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I. DEPOSITORY

Banks or trust companies may be named as depositories for school funds. A satisfactory bond, or collateral, must be given the school district to protect the account. (509) Banks and trust companies which are members of the Federal Deposit Insurance Corporation carry protection up to \$5,000 for each account.

Deposits of school funds in any designated depository shall not exceed in amount thirty-three and one-third per cent of the total capital stock and surplus of such depository. (509)

Such depository shall make monthly reports to the school treasurer, to the board of school directors, and to the school controller, if any. (510)

J. APPROPRIATIONS BY THE STATE

1. Teachers

School districts will be reimbursed for the payment of salaries to properly certificated teachers, supervisors, principals, superintendents, nurses, and dental hygienists on the following percentage basis. (1210:19):

- Fifty per cent of the annual minimum salary when the true valuation per teacher of assessable property is more than \$100,000.
- Sixty per cent of the annual minimum salary when the true valuation per teacher of assessable property is more than \$50,000, but not more than \$100,000.
- Seventy-five per cent of the annual minimum salary when the true valuation per teacher of assessable property is \$50,000 or less.

Manner by which Classification is Determined

District	Assessed valuation of taxable property 1937-38	Percentage of assessment				True valuation of taxable property 1937-38	Number of full-time teachers 1937-38	True valuation in thousands for each teacher	Percentage of minimum salaries due district for biennium 1939-41
		1935-36	1936-37	1937-38	Average				
A. Boro.	\$756,646	40	50	60	50	\$1,513,292	21	72	60
B. Twp.	82,695	75	80	80	78	106,019	3	35	75
C. Twp.	324,950	60	60	60	60	541,583	5	108	50

2. *Transportation*

Reimbursement will be made, when the contracts have been approved by the Department of Public Instruction, in the following situations:

- a. Pupils from closed school areas residing one and one-half miles or more from school. (1406)
- b. Pupils under sixteen years of age residing two miles or more from school. (1418) After July 1, 1939, all pupils who live two miles or more from school.
- c. Pupils of approved consolidated schools, or approved consolidated joint schools, who live one and one-half miles or more from school. (3705)
- d. Pupils physically or mentally handicapped who live one and one-half miles or more from school. (1413)

3. *Closed Schools.* (1210:19)

4. *Extension Education* (1210:19)

5. *Special Education* (1210:19)

6. *Vocational Education* (3414)

7. *High School Tuition* (1711A)

- a. The board of school directors in any district maintaining a high school which is attended by any pupils residing in another district shall, at the close of each term, calculate the per capita cost of tuition in such district for the school term then ended, upon the basis of the average daily attendance for the entire school term. (1708)
- b. The board of school directors maintaining such high school, shall upon the admission of pupils resident in another district, certify to the board of school directors of such district, the names of all such pupils, together with an itemized statement of the cost of tuition per school month. The cost of such tuition shall be paid monthly to the district maintaining the high school by the district in which the pupils reside. (1708)

If a school district neglects or refuses to pay any lawful tuition charges, the Superintendent of Public Instruction is authorized to withhold the amount due from the State appropriation of the negligent district and pay it to the district which furnished the tuition. (1443 and 1717)

The Superintendent of Public Instruction shall withhold any appropriation due a school district that has failed to file reports as required by law. (1021)

V. THE AUDIT

The finances of every school district, in every department thereof, shall be properly audited by the borough or township auditors. (2601, 2604)

The accounts of the treasurer of a joint school shall be audited in the same manner and by the same auditors as his account as treasurer of the school district is audited. (1806)

It shall be the duty of the board of school directors and its proper officers and other proper persons, to furnish to the auditors, whenever required by them for auditing purposes, statements and accounts of all finances of the district, together with access to all books, records, tax duplicates, vouchers, school orders, payrolls, letters, and other matters pertaining to the same. (2608)

The auditors shall begin their work annually on the first Monday of July or within five days thereafter, and it must be completed within thirty days. (2625)

The auditors shall have power to issue subpoenas to compel the attendance of school officers, or others deemed necessary to examine as witnesses, and to compel the production of all books, papers, and records. (2609)

The auditors shall have the power to administer oaths to all persons appearing as witnesses. (2610)

The auditors shall carefully inspect every school order issued for payment of money by the board of school directors, and shall examine the records of every official or person whose accounts are to be audited. The auditors shall also examine, and report to the board of school directors, upon the sufficiency and the security of the bonds of the officers, employes, depository, and appointees of the board of school directors. (2613)

The auditors shall notify, at or before the time of filing their report, all persons against whom surcharges have been made. (2614)

The auditors may employ an attorney in all school districts where the accounts are audited by borough or township auditors. (2616)

Appeal to the court of common pleas may be made from the auditors' report. (2626)

The auditors shall make, in quadruplicate, a careful statement of the finances of the district for the preceding year, setting forth the assets and liabilities; and an itemized statement of all receipts, expenditures, and credits of all school officials. One copy of this statement shall be filed with the secretary of the board of school directors; one in the court of common pleas; and in all districts under the direction of a county superintendent the auditors' report shall be inspected by the county board of school directors, and shall be signed and forwarded to the Department of Public Instruction by the county superintendent.

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A final copy shall be filed with the county board of school directors, to be retained by it. A summary of the report, including the assets and liabilities, shall be published in a newspaper having general circulation in the district, once a week for three successive weeks, beginning the first week after filing the same, or be promptly posted, by not less than six copies, in as many places in the district. (2615, 2625)

The auditors shall be allowed for their services, \$5.00 per day for each day necessarily spent by each of them in the performance of his duty, which, together with the cost of advertising their report, shall be paid by the school district. (2628)

The financial accounts of each annual county institute shall be audited by three auditors, two to be elected by the teachers' institute and one by the directors' association. (2606)

The financial accounts of the county directors' association shall be audited by the county auditors or county controller. (2607)

VI. GROUNDS AND BUILDINGS

Board of school directors shall provide necessary grounds and suitable buildings. (See whole of wording of Section 601)

Acquirement of real estate: Board of school directors is vested with power and authority to acquire necessary real estate and to sell or dispose of same. (602)

Property may be acquired by eminent domain procedure according to Article VI of the School Laws. (608)

No new school building shall be erected without proper playgrounds being provided therefor. (604)

Plans for new school buildings and remodeling old buildings must be submitted to State Council of Education and any recommendations of State Council of Education duly considered before contracts are awarded. (615)

Plans and specifications of different kinds of school buildings (not exceeding four classrooms) suited to the needs of the public schools shall be furnished free upon application to the State Council of Education at the expense of the Commonwealth. (616)

Construction, repairs, etc., upon any school property where the entire cost including labor and material shall exceed \$300, shall be done under contract to be entered into by the district with lowest responsible bidder upon proper terms after due public notice has been given asking for competitive bids. (617)

Bonds of Contractors: Contractors employed in or about improvements of lands, or in erection, alteration, addition, or repair of edifices and buildings belonging to the school district shall be required to carry an additional bond with sufficient surety, providing for the payment of all labor and material entering into the said improvements. (617) (5202)

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All school buildings hereafter built or rebuilt must comply with certain provisions of the School Laws as to

Light area (618) (6102f) Regulation by State Council of Education—16% glass area with minimum ceiling height of 11 ft.

Floor space (618)	Fireproof construction (622)
Heating stoves (619)	Doors opening outward (623,
Ventilation (620) (621)	624)
Water closets or out houses	Fire escapes (625)
(623, 633)	Grounds (626)

Use of school grounds and buildings may be permitted by board of school directors for social, recreative, and other proper educational purposes under such rules and regulations as the board may adopt. Schools may also be used for primaries and election. (627)

Damaging or defacing school property is a misdemeanor and punishable by fine or imprisonment. (628)

National Flag: The National Flag shall be displayed on or near each public school building in element weather during school hours and at such other times as board may determine. (629) A national flag not less than three feet in length shall be displayed within all educational institutions during school sessions. (629)

Contracts for light, heat, and water may be made by board for any term not exceeding five years. The amount due may be distributed equally during said years and only so much as is payable in one year need be provided for in annual estimate of school expenses for any school year. (630)

All school property owned by school district, real and personal, occupied and used by school directors for public school, recreational, or any other purposes provided for by this act, shall be exempt from every kind of State, county, city, borough, township, or other tax or municipal claim, but is liable for removal of nuisances, for sewer claims and sewer connections, or recurring, paving, repaving, or repairing the footways in front of school property. A school district may, however, make any municipal improvement in any street on which its property abuts or contribute to cost thereof. (631, 3333)

Insurance covering all school buildings and other property against loss or damage by fire or otherwise may be contracted for by board of school directors who have full power to enter into contract for same. (634)

VII. PUPIL TRANSPORTATION

A. LEGAL AUTHORIZATION FOR TRANSPORTATION

The provisions of the School Laws pertaining to the transportation of pupils may be summarized under two general classifications, as follows:

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1. *OPTIONAL*—those cases in which the providing of transportation is left to the discretion of the Board of School Directors.
 - a. The Board of School Directors in any school district in this Commonwealth may, out of the funds of the district, provide for the free transportation of any pupils to and from the public schools. (1404)
 - b. The Board of School Directors may also authorize the transportation of pupils to the State Farm Show and to other exhibitions and places of interest, when their attendance at the same is deemed of educational value to such pupils, and may pay the expenses of such pupils, in whole or in part, from the funds of the district. (411-Amended, 1937)
 - c. Any school district may, through its board of directors, establish, equip, furnish, and maintain consolidated schools, and may transport pupils to and from such schools as provided for by law. (3704)
 - d. Whenever any board of directors of any school district shall establish any special school for pupils having tuberculosis of the lungs, such district may provide such pupils with the food, clothing, and transportation necessary for attendance thereat. (1512)
 - e. Any physically or mentally handicapped child, who is regularly enrolled in a special class that is approved by the Department of Public Instruction, or is enrolled in a regular class in which approved educational provisions are made for him may be furnished with free transportation by the school district. (1413-Amended, 1937)
 - f. A board of school directors may exercise an option and provide transportation of *elementary* pupils residing one and one-half miles or more from school, instead of assuming obligation to pay the cost of tuition in another district, as follows:

“Where any pupil in any school district in this Commonwealth resides one and one-half miles or more by the public road from the nearest public elementary school in the district, such pupil, *unless proper free transportation be furnished* to a suitable school in the district, on obtaining the consent of the board of school directors thereof, may attend any public elementary school in another school district more convenient of access, without the consent of the board of school directors of the district where such pupil resides; and the district where such pupil resides shall promptly pay, to the district where such pupil attends, the cost of his tuition, textbooks, and school supplies only, which shall not exceed that of the tuition, textbooks, and school supplies of other pupils pursuing similar courses or studies in the same schools. . . .” (1404)

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- g. A board of school directors may exercise an option and provide transportation of *high school* pupils residing three miles or more from school, instead of assuming obligation to pay the cost of tuition in another district, as follows:

"If any child has completed the elementary course of study in the public schools of the district in which he resides, and resides three or miles by the public road from the nearest high school in said district, *unless proper free transportation is furnished*, he may attend any more convenient high school in another district, without the consent of the board of school directors of the district in which he resides, and the district in which he resides shall be liable to the district whose high school he attends for the cost of his tuition, textbooks, and supplies, as provided for in this act." (1709)

- h. A board of school directors may exercises an option and provide transportation instead of exempting a child from the provisions of the compulsory attendance law, as follows:

"In case there is no public school in session within two miles by the nearest public highway of the residence of any child, such child shall be exempt from the provisions of this act relating to compulsory attendance, *unless proper free transportation be furnished* to such child to and from school. . . ." (1418). This option will cease after July 1, 1939. See A-2-b, which follows.

- i. A board of school directors may exercise an option and provide transportation instead of paying for board and lodging of pupils, as follows:

"And provided further, That whenever the board of school directors in any fourth class district or township which is a district of the third class agrees to or is required to provide transportation for any pupils, such board of school directors may, upon petition of the parent, guardian, or person in parental relation to any of said pupils, *in lieu of providing such transportation*, pay for suitable board and lodging for such pupils if such board and lodging is secured in the home of a near relative of the pupil or in a proper school or home approved by the person making the petition. . . ." (1406)

2. **MANDATORY**—Those cases in which transportation is definitely required by provision of law.

- a. In any district of the fourth class or township which is a district of the third class, elementary school pupils who reside within that part of the elementary school district last served by an elementary school closed since the first Monday of

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July, 1907, or within a district all of whose schools have been closed, or who are assigned to a State Normal School and reside one and one-half miles or more from the school to which they are assigned, shall be furnished proper transportation, at the expense of the district, to and from the elementary school to which they are assigned. (1406)

- b. "After the first day of July, 1941, in case there is no public school in session within two miles by the nearest public highway of the residence of any child in a school district of the fourth class, or in a school district of the third class which is located wholly within the boundary lines of a township, such child shall be furnished free transportation to and from school from and to a point on a public highway not more than two miles distant from the residence of such child." (1418-Amended, 1939)

In determining whether transportation is mandatory, distance is an important element and should be measured:

" . . . All such distances shall be computed by the public highway from the nearest point where a private way or private road connects the dwelling house of the pupil with said highway to the nearest point where said highway touches the school grounds of the school to which the pupil has been assigned. . . ." (1408)

B. LEGAL AUTHORIZATION FOR REIMBURSEMENT OF TRANSPORTATION

1. *Schedules of Reimbursement*

- a. If the Department of Public Instruction approves the transportation as to methods and means and the contracts provided therefor, the Commonwealth will pay annually to the school district furnishing such transportation an amount determined by

- (i) the true valuation per teacher per district . . .
(ii) a given per centum of the sum which has been expended during the previous school year by such a school district for transporting pupils of said schools to and from said school as follows:

Schedules of Reimbursement

<i>True Valuation Per Teacher</i>	<i>Now in Effect</i>	<i>Effective After July, 1939</i>
\$25,000 or less	75%	90%
More than \$25,000 but less than \$50,000	75%	80%
More than \$50,000 but less than \$75,000	60%	75%
More than \$75,000 but less than \$100,000	60%	70%
More than \$100,000 but less than \$150,000	50%	65%
More than \$150,000 but less than \$200,000	50%	60%
More than \$200,000 but less tahn \$250,000	50%	55%
More than \$250,000	50%	50%

(1406—Amended, 1937)

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- b. "In case said school district has purchased or shall hereafter purchase an approved school conveyance which is used exclusively for approved school purposes, said payments by the Commonwealth for such transportation may include a reasonable charge for depreciation and repairs, not to exceed in any year fifteen per centum of the cost of said approved school conveyance:

Provided, That the State's share of depreciation and repairs shall not exceed one hundred (\$100) dollars per vehicle per year:

Provided further, That the State's share for transportation shall not exceed one (\$1.00) dollar per day per pupil for the actual number of days such pupil is transported to and from school:

Provided further, That districts receiving reimbursement on the basis of seventy-five (75%) per centum and sixty (60%) per centum shall not receive more than four thousand (\$4,000) dollars in any one school year from the State for transportation:

Provided further, That districts receiving reimbursement on the basis of fifty (50%) per centum shall not receive more than three thousand (\$3,000) dollars in any one year from the State for transportation." (1406)

- c. The School Laws, as amended, 1939, provide:
After the first day of July, 1941 . . . The State's share of such depreciation shall not exceed two hundred (\$200) dollars per vehicle per year:

Provided, That the State's share for transportation shall not exceed one (\$1.00) dollar per day per pupil for the actual number of days such pupil is transported to and from school:

Provided, That no district shall receive from the Commonwealth in any one year more than eight thousand (\$8,000) dollars as reimbursement for transportation. (1406)
(Amended, 1939)

2. *Specific Legal Provisions for Reimbursement for Transportation:* See IV—Finances; J. 2, Transportation.

3. *Legal Provisions for Withholding Reimbursement:*

- a. The State Council of Education may, for cause specified by it, direct the withholding of such reimbursement in any given case permanently or until the school district has complied with the law or regulations of the State Council of Education. (1406-Amended, 1937)

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C. LEGAL AUTHORIZATION FOR ESTABLISHING STANDARDS, RULES, AND REGULATIONS GOVERNING PUPIL TRANSPORTATION

1. All vehicles hereafter purchased or placed in use for the transportation of pupils whether owned or hired by the school district, shall conform to standards prescribed by the State Council of Education. Such standards, when promulgated by the State Council of Education, may be revised not oftener than once each year, and whenever new requirements are made, they shall be published at least six months before they shall become effective, and shall apply only to vehicles thereafter purchased or put in use. (1404-Amended, 1937)

2. If the Department of Public Instruction approves the transportation as to methods and means and the contracts provided therefor, the Commonwealth will pay annually to the school district furnishing such transportation an amount determined by the conditions as set forth in Section B above. (1406)

3. Consolidated schools or joint consolidated schools shall, so long as they are approved by the State Council of Education as to organization . . . methods and means of transportation . . . constitute approved consolidated schools. . . . (3705)

4. The secretary is hereby authorized and required to issue a certificate of school bus inspection for every vehicle owned by, or used under contract with, any school or school district which conforms with the provisions of this act and the regulations of the State Council of Education. (823-i-Motor Vehicle Code, Amended, 1937)

5. The owner of every vehicle which is to be used for the transportation of school children shall, in addition to any other inspection required by this Act, submit such vehicle to the Highway Patrol sometime during every August, or prior to operating such vehicle for the transportation of school children during the school year, to determine whether such vehicle conforms with the provisions of this Act and the regulations of the State Council of Education. (823-j-Motor Vehicle Code, Amended, 1937)

6. The secretary shall have the authority to make regulations, not inconsistent with this Act, for the efficient administration of this Section. (828-a-Motor Vehicle Code, Amended, 1937)

For further information regarding Pupil Transportation, reference should be made to "Standard, Rules, and Regulations Relating to Transportation of Public School Pupils" adopted by the State Council of Education February 4, 1938. A copy may be obtained by writing to the Division of Consolidation and Transportation, Department of Public Instruction.

VIII. BOOKS, FURNITURE, AND SUPPLIES

School supplies shall be purchased by board of school directors and furnished free of cost for use in schools of the district subject to rules regarding use and safekeeping that may be adopted by the board. (701)

TEXTBOOKS

Shall be continued in use for a period of not less than five years after adoption. (702)

Shall be adopted by board of school directors at any regular meeting between April 1 and August 1, such books adopted being provided for beginning of school term next following. (703)

District superintendent or supervising principal, where there are such, shall report in what subjects textbooks are needed and after consultation with teachers what textbooks shall be adopted or changed. Only a two-thirds vote of board can override his recommendation. (703)

Supplementary books may be adopted and purchased at any time, in same manner as textbooks. (703)

School books may be used by pupils during vacation under such rules as board may adopt. (704)

CLASSIFICATION OF SCHOOL SUPPLIES

First Class: School desks, chairs, typewriters, and school apparatus.

Second Class: Maps, globes, and all other supplies except textbooks not included in first class.

First class supplies, costing \$100 or more, may be purchased only after solicitation of sealed quotations from two or more firms. At a regular meeting the board of school directors shall open such bids and accept the lowest, when kind, quality and character of material, are same or equal and satisfactory. Supplies may be purchased from another district without asking for competitive bids. (707)

Second class supplies, costing \$300 or more, shall be purchased only after public notice has been given, the advertisement published once a week for three weeks in not less than two newspapers of general circulation. In any district where no newspaper is published, notice may be posted in at least five public places giving necessary information for making intelligent bids. Board of school directors shall accept lowest bid, kind, quality and material being equal, but shall have right to reject any and all bids or select a single item from any. (708)

NOTE:

See Section 707 (b, c, and d) of the School Laws and also the Newspaper Advertising Act, May 16, 1929, P. L. 1784 as amended.

Agent for books or supplies: No person who is an employe of any school district or was within preceding school year, shall act as such agent. (709)

Bribery: Any person or firm that shall directly or indirectly bribe a school director, superintendent, teacher or other employe of the district in connection with purchasing any supplies shall be guilty of misdemeanor and may be fined or imprisoned. (710)

Any school director, superintendent, principal or teacher who shall ask for or receive a bribe in connection with the purchase of school supplies shall be guilty of misdemeanor and may be fined or imprisoned. (711)

IX. ASSOCIATION OF SCHOOL DIRECTORS

County Convention, at call of county superintendent shall be held annually to discuss welfare and promotion of public schools in the county. (801)

Directors shall receive for their necessary expenses, \$4 per day for each day's attendance and mileage at the rate of four cents per mile for distance traveled in going to and from convention. (803)

Expenses of such county convention up to the sum of \$200 for each convention shall be paid by county treasurer to treasurer of the school directors' association. (808)

Organization shall be provided. (804-807)

State Convention

Board may appoint from their members one delegate to any State Convention or association of school directors held in the Commonwealth and pay expenses of same. (410)

ELECTION OF COUNTY SUPERINTENDENT

County superintendent and assistant county superintendents shall be elected every four years by school directors of the county in convention at expense of county on second Tuesday of April, and every four years thereafter.

MANNER OF ELECTION AND DUTIES OF COUNTY SUPERINTENDENT

Procedure shall be according to the School Laws. (1104-1133)

(This is a duty very commonly neglected by school directors of the county. Free and intelligent participation on the part of the school directors in choice of this important school official would undoubtedly have a stimulating effect on rural education.)

X. TEACHERS AND SUPERVISING PRINCIPALS

Every teacher employed must be of good moral character, at least eighteen years of age and a citizen of the United States, provided that citizenship may be waived in certain cases. (1202)

Contracts: All contracts with teachers shall be in writing, in duplicate; shall be executed on behalf of the board of school directors by the president and the secretary, and signed by the teacher. (1205) The form of teacher's contract to be executed as set forth in Section 1205.

Special teachers, qualified as provided by the School Laws, may be employed as board of school directors deems necessary for schools or any department. (1203)

Salary may be increased during term and demotion either in salary or type of position is prohibited without the consent of the professional employe. (1205A) Salary must be continued when school is closed on account of contagious disease, or destruction or damage of school building by fire or other cause, and teacher paid, in addition, for time actually occupied in teaching. (1206)

When prevented from teaching by sickness or some other unavoidable circumstances, a teacher may, at discretion of the board of school directors, be paid such compensation as emergency of case may seem to warrant; provided in case of sickness no payment be made unless a certificate from a physician stating nature of sickness preventing performance of duties, be presented to the board. (1206)

Teachers employed in the schools of this Commonwealth for a period of ten years or more are entitled to a sabbatical leave of absence for a period of one-half or full school year for restoration of health, study, or travel or for other purposes as the board may permit. (1216)

Minimum monthly salary to elementary teachers shall be \$100; to high school teachers \$130. (1210:13)

In the event the Chain Store Tax Act is declared valid the minimum annual salary of elementary teachers shall be one thousand dollars with four annual increments of fifty dollars each; the minimum annual salary of high school teachers shall be one thousand one hundred seventy dollars with four annual increments of one hundred dollars each. These increments shall be effective as of July 1, 1938, and the minimum annual salaries shall be effective as of July 1, 1937.

CERTIFICATES

No teacher may be legally employed to teach a subject which does not appear upon his certificate. (1301) Every teacher must hold a certificate which shall set forth the subjects the holder is entitled to teach. Regulations concerning certificates are specified as follows:

Kinds of Certificates

The minimum qualifications required by law to entitle a teacher to the full benefits of the salary schedule include not less than graduation from a State Normal School of this Commonwealth or equivalent approved preparation.

All persons holding one of the following certificates shall be considered to have these minimum qualifications:

- Provisional College Certificate
- Permanent College Certificate
- Normal School Certificate
- Normal School Diploma
- Special Temporary Certificate
- Special Permanent Certificate
- Permanent State Certificate
- Standard Certificate

Certificates hereafter to be issued shall be of the following kinds:

1. *Standard*
 - a. State Standard Limited
2. *College*
 - a. Elementary Field
 - b. Secondary Field

3. *Emergency*

Only persons holding standard, normal or college certificates as above shall be considered to have the standard qualifications.

1. *State Standard Limited Certificate*

- a. Regulations Effective for Those Students Who Began Their Teacher Education Subsequent to January 1, 1937

Applicants for the State Standard Limited Certificate in the elementary or kindergarten-primary field who began their professional education for teacher training subsequent to January 1, 1937, must have completed an approved four-year secondary school curriculum, or approved equivalent education, and three years, or the equivalent, of an approved four-year degree curriculum in the elementary or kindergarten-primary field, including a minimum of six semester hours of appropriate student teaching. (See Section c for renewal)

- b. Regulations Effective for Students Who Begin Teacher Education Subsequent to *February 1, 1939*

Students who begin their college or university education subsequent to February 1, 1939, will need to qualify for elementary or kindergarten-primary certification on the basis of the completion of an approved four-year elementary or kindergarten-primary degree curriculum including a minimum of six semester hours of appropriate student teaching. The completion of such curriculum will entitle the student to a provisional college certificate in the elementary or kindergarten-primary field.

c. **Renewal of State Standard Limited Certificates**

This certificate will be valid for a three-year period, renewable for an additional period of three-years upon a rating of "low" or "better" and the satisfactory completion of twelve semester hours of further approved education in the appropriate field. Subsequent renewals require a rating of "middle" or "better" on a State teachers' rating score card together with twelve semester hours of further approved education. Additional courses prescribed for renewal purposes should be selected in accordance with the particular degree curriculum in which the applicant has been enrolled, and which should advance the holder of the State standard limited certificate towards the completion of a four-year curriculum. This certificate is not made permanent.

The additional education required for the renewal of the State standard limited certificate is to be completed before the expiration of the three-year period whether the certificate has been taught on or not.

The State standard limited certificate will be exchanged for a provisional college certificate when the applicant has met the requirements for this form of certificate.

2. *College*

a. **Elementary Field**

(1) **Conditions Under Which Certificate Is Issued**

The provisional college certificate is issued to an applicant who has completed an approved four-year college curriculum in the elementary field including courses in education distributed as follows:

- (a) Introduction to Teaching...3 semester hours
- (b) Educational Psychology....3 semester hours
- (c) Thirty semester hours of approved courses in the field of elementary education, including six to twelve semester hours of elementary student

teaching. The courses should be selected from the following suggested approved list of equivalent courses:

Teaching of Reading
Teaching of Arithmetic
Art in the Elementary School
Music in the Elementary School
Health or Physical Education in the Elementary School
Teaching of Elementary Science (Nature Study)
Educational Measurements for Elementary Teachers
Principles of Elementary Education
Child Psychology
Elementary School Methods
The Elementary School Curriculum
Teaching of Geography
Teaching of Elementary Social Studies
Civic Education
Teaching of English
Speech Correction
Children's Literature and Story Telling

Important

The School Laws of Pennsylvania require that Health, Art, and Music be taught in every public and private school in Pennsylvania. Therefore, no teacher will be certificated who has not completed a professional course or courses in these fields. (1607)

- (2) Regulations Governing the Extension of College Certificates Valid for the Secondary School to Include the Elementary Field

Thirty semester hours of approved courses in the field of elementary education including six to twelve semester hours of elementary student teaching shall be required to extend a secondary provisional college certificate to include the elementary field. The distribution of courses to be completed for this extension should be the same as outlined in section "B."

- (3) Permanent College Certificates

The permanent college certificate requires three years of successful teaching experience on the provisional college certificate in the public schools of Pennsylvania, and six additional semester hours of work of collegiate grade, completed subsequent to

the granting of the baccalaureate degree, in the appropriate field. Provisional college certificates issued after August 31, 1935, require a course in visual aids and sensory techniques to be made permanent, completed either before or after the issue of the provisional college certificate.

(4) Registration of Certificates

No teacher shall teach in any public school of the Commonwealth, any branch of which he has not been properly certified to teach. (1301)

Before entering upon the work of teaching, every holder of a certificate of any kind, shall present it for registration to the proper superintendent who shall record its kind, number, and date of issue, together with the branches which it covers. Whenever new branches are added to any certificate, these shall be added to the record upon presentation of said certificate to the superintendent. (1324)

(5) Scope of Certificates

Elementary certification includes grades one to six in a six-three-three organization and grades one to eight in an eight-four organization.

A certificate on which appears Kindergarten-Primary specialization entitles the holder to teach in kindergarten and grades one, two, and three.

b. Secondary Field

(1) Conditions Under Which Certificate Is Issued

The provisional college certificate is issued to an applicant who has completed an approved four-year college curriculum including eighteen semester hours in education distributed as follows:

- (a) Introduction to teaching....3 semester hours
- (b) Educational psychology (general psychology is a prerequisite)3 semester hours
- (c) Electives in education selected from the following list.....6 semester hours

Secondary Education	Visual Aids and Sensory Techniques
School Efficiency	School Hygiene
Special Methods	History of Education
Educational Systems	Principles of Education
Educational Administration	Technique of Teaching
Educational Measurements	
Educational Sociology	

- (d) Student teaching in the appropriate field6 semester hours

This certificate is valid to teach the subjects written on the face of the certificate for three years in the public schools of this Commonwealth.

(2) Addition of School Subjects to Certificate

Secondary school subjects may be added to the college certificate on eighteen semester hours of approved preparation.

- (a) Science will be written on the face of the certificate if the applicant presents evidence of having completed eighteen semester hours of approved preparation in science distributed as follows:

Physical sciences 9 semester hours (including 3 s. h. physics and 3 s. h. chemistry)

Biological sciences 9 semester hours (including 3 s. h. botany and 3 s. h. zoology)

- (b) If the applicant has completed eighteen semester hours of approved preparation in the physical sciences, of which six semester hours must be in chemistry and six semester hours in physics, physical science will be written upon the certificate.
- (c) If the applicant presents eighteen semester hours of approved education in biological sciences, including six semester hours in botany, six semester hours in zoology, biological science will be written upon the certificate.
- (d) Social studies
 - a. Nine semester hours in history.
 - b. Nine semester hours in social science, including not less than three semester hours, each, in sociology, economics, and political science.
- 1) Where the applicant has completed eighteen semester hours of approved preparation in social science, social science will be written upon the certificate.
- 2) Where the applicant has completed eighteen semester hours of approved preparation in history, history will be written upon the certificate.

(3) Renewal of Certificate

This certificate may be renewed once on a rating of "low" or "better," plus six additional semester hours of work of college grade, one-half of which must be professional.

(4) Extension of Certificate to Include Elementary Subjects

A college certificate issued for the teaching of secondary school subjects may be validated for the teaching of the elementary subjects on the completion of thirty semester hours in approved elementary education, including courses in health, art, and music, and six semester hours in student teaching in the elementary grades.

(5) Permanent College Certificate

The permanent college certificate requires three years of successful teaching experience on the provisional college certificate in the public schools of this Commonwealth and the satisfactory completion of six semester hours of additional work of collegiate grade, completed subsequent to the issue of the baccalaureate degree. One-half of this additional work must be professional and the remainder related to the subjects or subject fields on the certificate. Provisional college certificates, issued after August 31, 1935, require a course in visual aids and sensory techniques to be made permanent, completed either before or after the issue of the provisional college certificate.

(6) Registration of Certificates

"No teacher shall teach in any public school of this Commonwealth, any branch which he has not been properly certified to teach." (1301)

"Before entering upon the work of teaching, every holder of a certificate, of any kind, shall present it for registration to the proper superintendent who shall record its kind, number, and date of issue, together with the branches which it covers. Whenever new branches are added to any certificate, these shall be added to the record upon presentation of certificate to the superintendent." (1324)

3. *Emergency Certificates*

The emergency certificate may be issued, by any county or district superintendent of schools, for a period not to exceed three months, when an emergency exists because no properly qualified and certificated teacher is available.

The validity of this certificate is dependent upon filing with the Department of Public Instruction within three weeks of the date of issue, a proper record of the certificate, on forms devised for this purpose (Form PITC-29). The certificate (Form PITC-28) is valid for the specific teaching assignment for which it is approved by the Department of Public Instruction. It may be extended for the remainder of the current school year on the approval of the Superintendent of Public Instruction.

When the extension of an emergency certificate beyond the first year is requested, the district or county superintendent will furnish evidence of:

- a. Progress in the reorganization of the school program which will remove the necessity for the emergency certificate or

The completion by the teacher of additional education in approved courses in the field covered by the emergency certificate. (A minimum of six semester hours each year is expected.)

XI. TEACHERS' INSTITUTE*

Legal Provisions

The General Assemblies of 1933, 1935, and 1937 amended Article XXI of the School Laws by amending Sections 2101-2114 inclusive, dealing with teachers' institutes to provide for Meetings of Teachers. The new Sections of the Laws follow:

Superintendent Shall Call Meetings

Each county superintendent shall call the teachers of the public schools under his jurisdiction to assemble for two days or their equivalent each year at such time and place as he may deem most convenient for the purpose of receiving instruction in the science and art of teaching. Each superintendent may also invite members of the teaching and supervisory staffs of the other districts and of institutions of learning within the county to attend such meeting or meetings. (2101)

* See Bulletin 151.

Each county superintendent shall exercise general management over such assembly, shall secure the necessary speakers, and shall incur the necessary expenses. (2102)

Each county superintendent shall keep a record of all the teachers under his jurisdiction who shall attend each such meeting and the number of whole or part days during which such teacher was in attendance. At the close of each meeting, the superintendent shall send to the board of school directors of each school district under his jurisdiction a statement of the names of the teachers of the school district who were in attendance at each meeting and the period during which each such teacher was in attendance. (2103)

Each superintendent shall also at the close of each such meeting present to the treasurer of the county in which the school districts under the jurisdiction of the county superintendent or the greater part thereof shall be located a sworn statement of the expenses incurred in the conduct of such meeting.

Teacher Compensation

In each school district under the jurisdiction of a county superintendent the board of school directors shall pay from the funds of the school district to each teacher employed in such school district who has been in attendance at a meeting of the teachers called by the county superintendent as herein provided, two dollars for each half of a day during which such teacher was in attendance at such meeting. Such compensation, however, shall not in any one year exceed eight dollars per teacher. This payment shall be in addition to the compensation provided in the teacher's contract with the school district.

Such payments shall be based upon the official attendance record made by the county superintendent to the board of school directors. Amended February 24, 1937. (2104)

Time of Meetings

The time spent by teachers at a teachers' meeting called by a county superintendent as herein provided shall not be considered as days taught nor lessen the number of days in the minimum school term as herein required. (2105)

Accounts to Be Audited

Within thirty (30) days after the closing of a meeting of teachers under the jurisdiction of a county superintendent which has been held as herein provided, the county superintendent shall prepare an itemized account of all of the receipts and disbursements received or made on account of such meeting and submit the same properly sworn to together with the proper vouchers therefor to the auditors herein required to audit such accounts. (2106)

Payment By County Treasurer

Upon the receipt from a county superintendent of duplicate vouchers and a statement of expenses incurred in the conduct of a teachers' meeting as herein provided, which has been sworn to by the county superintendent and approved by the auditors of such meeting, the county treasurer of the county in which the school districts under the jurisdiction of such county superintendent or the greater or greatest part thereof in area shall be located shall pay out of the county treasury to such county superintendent the amount of such expenses which shall not exceed two hundred dollars (\$200.00). (2107)

Auditors

The teachers under the jurisdiction of a county superintendent shall, at the first meeting in each school year which may be called by the county superintendent as provided herein, elect two of their number as auditors. The person so elected together with the auditor elected by the school directors' association of such county shall audit the accounts of each such meeting which shall be held during the school year. (2108)

Attendance of Teachers

Each teacher who shall not attend a meeting of teachers called by a county superintendent as herein provided shall forfeit to the school district employing him a sum equal to that which he would have received for attendance at such meeting. The board of school directors of the district of which he shall be employed, shall deduct this sum from his salary for the month next following the date of such meeting, unless satisfactory reason for such absence be given to the superintendent holding such institute. Such forfeiture shall not exceed for any one year the sum of four dollars per teacher. (2109)

Reports to the Department of Public Instruction

Each county superintendent immediately after the adjournment of a meeting of teachers under his jurisdiction which has been held as herein provided, shall report to the Department of Public Instruction on blanks furnished by it the number of teachers in attendance, the names of instructors, the subjects upon which instruction was given, the degree of popular interest awakened by the proceeding, and such further information as may be required. (2110)

Under date of June 19, 1933, the Department of Public Instruction addressed the following letter to the Attorney General's office:

Senate Bill No. 825, which is Act No. 288, Section 2102 provides:

"Each county superintendent who shall call a meeting of the teachers under his jurisdiction shall exercise general management over such assembly, shall secure the necessary expenses. Such

expenses for all such meetings in any one school year shall not exceed the amount of two hundred dollars(\$200.00)."

The question has been raised with this Department whether this Section limits the county superintendent to the expenditure of \$200.00 for teachers' meetings as is provided in the Act or may the county superintendent, if funds are raised by voluntary contributions or otherwise in excess of the \$200.00 which the Act provides shall be paid by the county treasurer, expend more than the \$200.00 for the maintenance of teachers' meetings provided for in this Act?

The reply was:—

"I have your letter of June 19 inquiring whether meetings called by county superintendents in lieu of the old county institutes may be held at an expense greater than \$200.00 a year if the excess cost is defrayed from voluntary contributions. I see no reason why that could not be done. The limitation of \$200.00 would apply to any public funds. If some public spirited person should be willing to provide an additional fund in any particular county, it would seem to be entirely proper to use the money."

XII. COURSE OF STUDY

In districts where no supervising principal is employed, the execution by the teachers of the required course of study is the responsibility of the school directors. Such school directors should be familiar with the "Manual and Course of Study for Elementary Schools," published by the Department of Public Instruction. Consult—

Art. XVI of School Laws for general provisions.

Art. XVII of School Laws for high schools.

Art. XIX and XXXIV for vocational and other special schools.

Art. XLI for extension education.

A number of new requirements are prescribed by the legislative acts of 1925 as last amended by the Act of July 1, 1937, P. L. 2560.

JOINT SCHOOLS

Article XVIII outlines method of establishing and conducting the same.

CONSOLIDATED SCHOOLS

In place of number of one room schools. (3701, 3706)

XIII. SCHOOL TERM

All public elementary and secondary schools of school districts of the fourth class shall be kept open each year for

HANDBOOK FOR SCHOOL DISTRICTS OF THE FOURTH CLASS

Elementary school—not less than 180 days except in school districts of the fourth class where elementary and junior high schools must be kept open at least 160 days until the school year 1941-1942 when 180 is the minimum number of days. (1601)

Secondary School—not less than 180 school days. (1701)

Twenty (20) days of actual teaching shall constitute a school month. (1602)

School shall be closed on

Saturday unless Monday is fixed by board as weekly holiday.
(1603)

Sunday

Fourth of July

Christmas

During Teachers' Institute

Such other holidays as shall be decided upon by the board of school directors by a majority vote

Such vacations as board of school directors may deem wise.
(1604)

Date of beginning of term shall be fixed by board of school directors. (1605)

Daily session, unless otherwise determined by the board shall open at 9:00 ante meridian, close at 4:00 post meridian with an intermission of one hour at noon and an intermission of fifteen minutes in the forenoon and in the afternoon. (1605)

Date of commencement and expenses in connection therewith shall be determined by board of school directors. (1606)

XIV. ENUMERATION OF SCHOOL CHILDREN, ALIENS, AND ILLITERATES

Between March 1 and September 1 of each year

The board of school directors in every school district in this Commonwealth shall cause to be made by the attendance officers, teachers, or other persons employed for this purpose, a careful, correct, and accurate enumeration of all children between the ages of 6 and 18 years within their district, on census cards provided by the district, at the expense of the district, or in a substantial book or books provided by the Superintendent of Public Instruction, at the expense of the Commonwealth. (1425)

In the year 1945 and every tenth year following, said board of school directors shall, and at more frequent intervals may, cause to be reported in conjunction with said enumeration of children, an enumeration of all persons ten years of age or over resident within their district who are unable to write the English language according to stand-

ards established by the State Council of Education, giving the full name, age, sex, race, nationality, place of residence in such school district, whether able to write English, read English, and speak English. At the same time an enumeration shall also be made of all persons twenty-one or more years of age resident within their district who are not citizens of the United States of America, giving their full name, age, sex, nationality, place of residence in school district, whether declarants, and whether petitioners for naturalization. (1425)

The board of school directors in any school district in the Commonwealth shall have authority to cause to be made an enumeration of all minors residing within the district, and the Superintendent of Public Instruction may, at his discretion, require such enumeration.

Census books for the enumeration of aliens and illiterates are provided by the Superintendent of Public Instruction but the enumeration may also be made on census cards provided by the local district at its own expense.

The costs and expense of such proper enumeration shall be paid by the district. (1427)

The secretary of each board of school directors, or such other person as is directed by the board, shall, at or before the opening of the school term, furnish to the principal or teacher of each school a correct list of the names and residences of all aliens,* of all residents over ten years of age unable to read or write the English language* and of children, assigned to such school, and the said secretary or other person shall also forward, on or before the first day of October of each year, to the county or district superintendent, to be by him forwarded, on or before the first day of November of each year, to the Superintendent of Public Instruction, a summary of such statistics. (1426)

XV. ATTENDANCE

A fourth class district may employ one or more persons to be known as attendance officers or home and school visitors. (1432)

When the board does not employ an attendance officer or home and school visitor, the supervising principal, or if no principal, then the secretary of the board, is held responsible for the enforcement of the School Attendance Law. (1428)

The supervising principal, principal, secretary of the board, teacher, and attendance officer should be familiar with the "Digest of Laws Controlling School Attendance and the Employment of Minors" issued by the Department of Public Instruction. (See Article XIV and Article XXXVI of the School Laws of Pennsylvania.)

Special responsibility rests with the school directors of school districts of the fourth class to help enforce the Child Labor Laws of Pennsylvania. Bulletins very helpful to issuing officials prepared by

* In 1945, and every tenth year thereafter, this report includes a summary of aliens and illiterates.

the Department of Labor and Industry are "Employment of Children in Pennsylvania," and "Regulations Affecting the Employment of Minors."

XVI. MEDICAL INSPECTION

School Districts of the fourth class employing a school nurse for regular follow-up work and desiring the services of a medical inspector during the entire school term with such additional health service as may be rendered by a local school physician thus employed shall, upon proper application to the State Department of Health and with the approval of the local county medical director, be granted the privilege of appointing a school medical inspector for their district at such compensation as may be agreed upon between the board of directors and the appointee, which compensation shall be paid by the school district. With the understanding that the board of directors shall enter into formal contract with such appointee on the forms prescribed by the Department of Health, triplicate copy of contract and report of appointment, Form 85-B, shall be filed with the Department of Health prior to the first day of July of each year. Said appointment and contract shall be subject to the approval of the State Department of Health. Medical inspectors shall be legally qualified physicians of two years' experience in the practice of their profession. Medical inspection shall be made in the presence of the parent or guardian of the pupil when so requested by such parent or guardian. (1503)

Any district may provide for care and treatment of defective eyes, ears, and teeth of all pupils of its public schools. (1511)

SCHOOL NURSES

One or more may be employed by any district and their duties defined. Such nurses shall be graduates of reputable training schools. (1508)

COMMUNICABLE DISEASES

Regulations governing duties of school officials are to be found in Sections 5001 and 5011.

VACCINATION

It is the duty of all school directors, superintendents, principal, or other persons in charge of any public, private, parochial or other school to refuse admission of any child to any of said schools under their charge or supervision, except upon a certificate signed by a physician setting forth that such child has been vaccinated and that a subsequent examination reveals a resulting cicatrix indicating successful vaccination. (4601)

Note: Also see "Manual for Elementary Schools," pp. 37-42.

XVII. ONE TEACHER BUILDING

TRANSPORTATION

CONSOLIDATION OF SCHOOLS

School directors, responsibilities as to these are outlined in the "Handbook for One-Teacher Elementary Schools," pp. 57, 65-72.

XVIII. SOME SPECIAL REQUIREMENTS

BIBLE READING

At least ten verses shall be read or be caused to be read, without comment, at the opening of each and every school day by the teacher in charge. (3901)

UNITED STATES CONSTITUTION

Instruction in the Constitution of the United States shall be given in all public and private schools located within the Commonwealth, beginning not later than the opening of the eighth grade. (3903)

FLAG CODE

Each school district shall provide and distribute to each pupil enrolled in the eighth grade of the public schools one illustrated copy of the National Flag Code and it shall be the duty of each teacher in the public schools to make use of the Code as may seem proper. (1607)

FIRE DRILLS AND FIRE PREVENTION

In all public schools where fire escape appliances for the extinguishing of fires, or proper and sufficient exits in case of fire or panic, either or all, are required by law to be maintained, fire drills shall be periodically conducted, not less than once a month. (Art. XLVII)

School directors are responsible for construction of school buildings according to special fire prevention regulations of the School Laws.

PLAYGROUNDS, PALYFIELDS, GYMNASIUMS, etc.

Playgrounds, playfields, gymnasiums, public baths, swimming pools, and indoor recreation centers may be equipped, operated and maintained, jointly with any city, boro or county, by any school district.

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Any school district, having power to appropriate money, may annually appropriate and cause to be raised by taxation, such taxation not to exceed two mills on the dollar of assessed valuation of taxable property, the necessary funds for the purpose of maintaining and operating such recreation centers. (4905, 4907)

LIBRARIES

Libraries may be established in school districts of the second, third, and fourth class under management of school directors or a board of library trustees. (Art. XXV, Section 2501)

RESIDENCES

Residences for use of the principal, teacher, or janitor or either of all of these may be purchased or erected by a school district of the fourth class. (5901)

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